

**DEPARTMENT OF WORKFORCE DEVELOPMENT
INDIANA COMMISSION ON VOCATIONAL AND TECHNICAL EDUCATION**

DWD/ICVTE ENROLLMENT AND COMPLETION STATUS INSTRUCTIONS AND DEFINITIONS

The new Indiana Technical Education Student Reporting System (IN TERS) is the method to be used for the collection of fall enrollments in your vocational and technical education programs. All enrollments for your school corporation will be reported to DWD/ICVTE through your area vocational director.

The DWD/ICVTE Student Enrollment and Completion Form is to be used to report student enrollments for each of your career-technical education programs by 6-digit CIP code, credit hours and instructor. This is a no-carbon-required (NCR) form.

Secondary enrollments for students enrolled in career-technical education programs are to be reported as of **official count day, Friday, September 17, 2004**. The DWD/ICVTE form has four copies which allows you the opportunity to “pre-register” your students prior to the start of school and submit the white copy to your area vocational director for “early” input of data. Changes can be submitted on the canary copy as of official count day. The pink copy is to report status of students and is due to your area vocational director. The goldenrod copy is for your records.

Adult noncredit career-technical program enrollments are due to your area vocational director at the close of each program. Adult noncredit career-technical program enrollments for 2004-2005 must be reported to DWD/ICVTE by mid to late July of 2005.

INSTRUCTIONS (SEE ATTACHED SAMPLE)

1. **CONDUCTING SCHOOL #:** Enter your 4-digit school number. This is the code number of the school where the students are taking (enrolled in) a career-technical education program. This school number appears at the top of your “*Secondary (PIMAILOOS) and Adult Noncredit (PIMAILOOA) Inventory Report.*”
2. **ER #:** Enter your 4-digit school corporation code. This corporation code appears at the top of your “*Secondary (PIMAILOOS) and Adult Noncredit (PIMAILOOA) Program Inventory Report.*”
3. **LOCAL PROGRAM/COURSE TITLE:** Enter the local program/course title for the program being reported.
4. **CO-OP:** This is a Check Box. Click one time if it is a Co-op, leave blank if it is not.

5. **CIP CODE:** Enter the 6-digit Classification of Instructional Program (CIP) Code. Only CIP's listed on the "*Secondary Instructional Program Codes and Titles-State Approved CIP Code List*" will be accepted. If the class is a co-op, enter the co-op objective (or nearest possible CIP Code) here.
6. **COMPETENCY ASSESSMENT INDICATOR (CA):** Enter a number (1 to 4) to indicate the method of student competency assessment applicable to the program. See the back of the "*Student Enrollment and Completion Status*" form for valid codes. **This information is only required for programs with credit hours greater than or equal to two (2).**
- 1 = PROGRAM LEADS TO STATE LICENSE:** Indicates that students completing the program will receive a state license (e.g. nurse assistant and cosmetology), and the obtainment of this license determines occupational mastery.
- 2 = PROGRAM LEADS TO NATIONAL CERTIFICATE:** Indicates that students completing the program will receive a national certificate, and the obtainment of this certificate determines occupational mastery. Local schools will be responsible for collecting this certification information and providing it to DWD/ICVTE in the occupational mastery field.
- 3 = PROGRAM LEADS TO STATE RECOGNIZED CERTIFICATION:** Indicates that students are eligible to receive a Certificate of Technical Achievement (CTA) in designated program.
- 4 = OTHER METHOD USED TO ASSESS COMPETENCY:** Indicates that students will be assessed using competency-based instruction (CBI). CBI is the only method to be used with this code.
7. **CREDIT HOURS:** Enter a number (1 to 4) to designate the average daily hours for the program.
8. **INSTRUCTOR'S NAME:** Enter the instructor's name.
9. **INSTRUCTOR'S SSN:** Enter the instructor's social security number.
10. **CERT #:** Enter the instructor's certificate number (if applicable.) This is the instructor's teacher license number.
11. **TIME (Full/Part):** Enter either **F** for full-time or **P** for part-time, indicating full for all staff with full-time contracts, teaching one or more career-technical education courses.
12. **NUMBER OF SECTIONS TAUGHT:** Enter the number of times the instructor will be teaching this program during school year 2004-2005.
13. **INSTRUCTOR'S GENDER:** Enter the sex of the instructor as **M** for Male or **F** for Female.

- 14. RACE/ETHNIC:** From the Race/Ethnic Group box on the back of the form, enter the correct number, which will identify the instructor's race/ethnic group. The race/ethnic groups and their identifier numbers are included on the form as follows:

American Indian/Alaskan Native	1
African American – Not Hispanic	2
Asian American/Pacific Islander	3
Hispanic	4
White – Not Hispanic	5
Multi-Race	6

- 15. ADULT ONLY:** Enter the term “Adult” if this instructor is teaching only adult programs.

- 16. STUDENT'S SSN:** Enter the student's social security number. If you are unable to obtain the number from the student, please leave blank. Please set up the ISR/INTERs system to assign unique identifiers for students without social security numbers.

Collection of each student's social security number is being requested in order to gather better information for planning and follow-up in accordance with state law (IC 20-1-1) and federal law (PL 105-332.) Students may request that a previously given social security number be removed from existing records. (**Information gathered via SSN will only be reported in aggregate.**)

*If DWD/ICVTE does not receive social security numbers for students in career-technical programs, of two (2) credit hours or more, a local follow-up of these students is required.

- 17. STUDENT'S NAME:** Enter the last name, first name and middle initial of each student enrolled in the CIP code designated program identified at the top of the form in the appropriate columns.

- 18. STUDENT'S GENDER:** Enter the sex of each student as **M** for Male and **F** for Female.

- 19. RACE/ETHNIC:** Enter each student's race/ethnic group as a number from 1 to 6 using the legend on the back of the form or the race/ethnic group code numbers referred to in Item 13.

- 20. GRADE LEVEL CODE:** Enter student's grade level code using the Grade Level Code box on the back of the form. The grade levels and their corresponding codes are as follows.

Secondary:	Grade Nine	2
	Grade Ten	3
	Grade Eleven	4
	Grade Twelve	5
Adult:	Long or Short Term	6
	Apprenticeship	7

Do not enter secondary code number 2-4 for adult enrollments. Designate adult students in secondary programs with a code of 5.

- 21. SENDING SCHOOL:** Enter the four digit school number for each student received from another school that attends your career-technical program. **Do not use this column for students that belong to your corporation.**
- 22. SPEC CONS (Special Consideration):** If applicable, enter the student's special consideration using the codes on the back of the form in the box labeled **"Special Considerations"** (**Choose Only One**). The identifier numbers for each special consideration are listed in this box and complete definitions are included in these instructions. This column is extremely important in identifying the special populations which are being served in career-technical education programs. The information is used in monitoring plans for Perkins dollars.
- 23. DIS ADV (Disadvantaged Code):** If *Special Consideration* is "50", enter a disadvantaged code of 01 through 10 (only one) as defined on the back of the enrollment form. If the type of disadvantage is known, select one of the codes from 01 through 07, otherwise enter 08, 09, or 10 as appropriate
- 24. SINGLE PARENT/DISPLACED HOMEMAKER:** Enter an **S** for Single Parent, **H** for Displaced Homemaker or **B** for Both, if any of your enrollees meet the following descriptions for being a Single Parent and/or Displaced Homemaker.
- S (Single Parent):** An individual who is unmarried or legally separated from a spouse and has a minor child or children for which the parent has either custody or joint custody.
- H (Displaced Homemaker):** An individual who is an adult and has worked as an adult primarily without remuneration to care for the home and family, and for that reason has diminished marketable skills.
- B (Both):** An individual who meets both the Single Parent and Displaced Homemaker definitions.
- 25. COMP STATS (Completion Status):** Enter completion status using the appropriate identifier number in box labeled *"Completion Status"* on the back of the form. Adult enrollments are due at the close of each program. This section should be completed at that time. Secondary completion status will be done in the spring, using the pink copy of the form, and should be returned to your area vocational director. **The completion status should be done only on the students reported on official count day.**
- 26. OCC SKILL (Occupational Skill Mastery):** This column will be used to collect a "Y" or "N" and will be used to answer the question, "Did the student meet the competency requirements of the program?" The answer to this question will be tied to the method of competency assessments selected for this program. You will collect this data at the conclusion of the program. **This information is only required for programs with credit hours greater than or equal to two (2).**
- 27. GRADUATION CODE:** Enter **G** for graduated with full credit, **C** for certificate of completion of high school, or **N** for did NOT graduate.

- 28. PROFICIENCY CREDENTIAL:** Enter a check mark (✓) if the individual has earned any proficiency credential, such as a state license or CTA; if not, leave blank.
- 29. ISTEP + (Also referred to as the GQE – Graduation Qualifying Exam):** These two columns could be used to record ISTEP + raw test scores for each student IF these test scores are available. The new IN TERS software is adequate for reporting either the raw scores (if student did not pass ISTEP +) or indicating that the student **passed ISTEP + by forcing a gain**. For state reporting purposes **P for pass** and **F for fail** is adequate information.
- 30. TECH PREP:** Enter a check mark (✓) if the individual is a Tech Prep student.
- 31. APPRENTICESHIP (ADULTS ONLY):** Enter a check mark (✓) if the individual is participating in an apprenticeship program.
- 32. STUDENT TEST NUMBER (STN):** Enter the 9-digit STN number that was assigned to the student by the home school. *This is a required field, the State can use this number to obtain ISTEP scores from the Department of Education.
- 33. PROJECT LEAD THE WAY (PLTW):** Mark this field “Yes” if the student is PLTW.
- 34. NATIONAL ACADEMY OF FINANCE (NAF):** Mark this field “Yes” if the student is a NAF student.
- 35. NOT A STATE APPROVED VOCATIONAL PROGRAM (Tech Prep only):** Mark the field with an “N” for non-voced if the program on the form is not a State approved vocational program at the school. If the class is on your secondary vocational inventory, leave this field blank or “V”. This is for only Tech Prep classes if the class is not State approved vocational.
- 36. SIGNATURE/DATE/PHONE PAGE _____ OF _____:** Signature and phone number of person completing report must be provided for all forms. Enter the date on which the report is completed and enter the page number and the total number of pages for each program (CIP Code/Credit Hour) for each instructor. This enables the person entering the data to know when all pages have been completed.